DATA COLLECTION AND DOCUMENTATION

At the same time you are collecting your stormwater samples you must also complete the following data documentation:

SAMPLE CONTAINER LABELS

a. On each sample container label, write the **date and time the sample was collected** in the space provided;

b. Write your site's **Sample Site I.D Number** on the label. Your Sample Site I.D Number is located on the cover of these sample instructions.

CHAIN OF CUSTODY (COC) AND SAMPLE LOG FORM

a One Chain of Custody/Sample Log form must be completed and returned with each sample kit

b Complete the **Facility Information** table;

c Complete the **Sample Log** information table. Remember to record the date and time for each of the following events:

- ❑ Date and time the *rain started*;
- ❑ Date and time the *discharge started*; and
- ❑ Date and time the *samples were collected*

d Complete the **Sample Description** table for each sample location. Observe the condition of the collected sample (i.e., color, cloudy, etc) and record your observations in the space provided;

e Complete the **Chain Of Custody** information table as follows:

1 **Second Column from left**: If the sample collected is a "grab sample" record "G" in the space provided. If the sample collected is a "composite sample" (i.e., from more than one sample location) record a "C" in the space provided;

2 **Last Column**: Inspect the sample again once it has been poured from the Sample Collection Jar into the labeled Sample Container and record your visual observations in the space provided;

f **Record the Tracking Manifest Number from the California Overnight Shipping Manifest** onto the Chain of Custody form in the space provided. The Tracking Manifest Number is the nine-digit number located in the upper right hand corner of the *"Recipient's Name and Address"* box on the Manifest. The Tracking Manifest Number is also listed under the bar code sticker located to the right of the *"Recipient's Name and Address"* box

g Record the **date and time you notify California Overnight Shipping** to schedule a pick up of your stormwater samples